

Comptroller's Directive No. 2-07
Attachment HE-12
Adjustments

Purpose

This attachment requires institutions to certify that all adjustments since DOA's acceptance of the initial submission have been provided to DOA for the following:

- Attachments HE-1 through HE-8,
 - Supplemental Information, or
 - Additional information requested by DOA.
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Applicable institutions

All institutions **must** complete this attachment.

Due date

September 27, 2007 *

(*Note: This due date is two weeks earlier than prior year's due date.)

Certification (new tab)

The **Certification** tab is new for FY 2007, and it requires all preparers and reviewers to type their name on this form. Please note that there should be a segregation of duties; therefore, the preparer and the reviewer should not be the same individual for any tab. By typing a name, the individual is certifying that all tabs of this attachment have been reviewed; the information is both complete and accurate; and the preparer and reviewer were not the same individual for any tab.

Submission requirements

Contact DOA if the institution has any problems with the files.

After downloading the Excel file, rename the file using the institution acronym followed by Attachment HE-12. For example, VCCS should rename the Attachment HE-12.xls file as VCCS Attachment HE-12.xls.

DOA's e-mail address has changed from the prior year. Submit the Excel file electronically to finrept-HE@doa.virginia.gov.

Copy APA via e-mail to APAFinRept@apa.virginia.gov.

Do not submit paper copies of this spreadsheet.

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**Revised
submissions
and revision
control log**

If an institution has identified required adjustments **subsequent** to DOA's acceptance of the original submission, a revised attachment or supplemental information / additional information is required. Attachments HE-2 to HE-8 require a revision control log. Refer to the individual attachment instructions to determine the specific revision instructions.

**Additional
requirements**

THE INSTITUTION MUST NOTIFY THE INDIVIDUALS LISTED IN THE **QUESTIONS SECTION OF THIS DIRECTIVE IF MATERIAL ADJUSTMENTS ARE DISCOVERED AFTER SUBMITTING THIS ATTACHMENT TO DOA.**
